

# *City Manager's Office*

June 18, 2012

To: City Council

From: City Manager

Re: Monthly Report – May

## **CAPITAL AND FACILITY PROJECTS**

Here is a summary of activity in support of this year's Facilities and CIP projects in Transportation, Surface Water Management, Municipal Capital Improvements and Marina:

### **Transportation CIP:**

S. 216<sup>th</sup> Street Sidewalk Project: The contractor has completed the punch list. Staff is working with King County and the contractor to resolve some paperwork issues in order to begin the project closeout process.

Transportation Gateway Project: Council has approved 28 settlements for right-of-way (ROW) deeds and easements related to the project. The US Post Office frontage is the only property remaining to be settled and staff hopes it will be done in June.

North Twin Bridge: Bridge construction is complete, but the contractor is protesting some claim items and has sued the City. Legal and staff are now engaged in interrogatories and Discovery requests.

Grant Applications: Staff continues to look for grant money for transportation/safety projects.

- WSDOT – Target Zero: Staff expects to receive a grant for \$250,000 to make City-wide improvements to street name signs, stop bars, crosswalks, and turn arrows on the City's arterials. No local match will be required. Staff hopes to hear in June about the grant.
- Safe Routes To School – Staff submitted two grant applications for sidewalk improvement projects. One project was on 8<sup>th</sup> Ave South near North Hill and the other on 24<sup>th</sup> Ave South for Midway. Staff is requesting a total of \$691,000 with a total local match of \$223,000 funded from the Traffic Safety CIP fund. Preliminary results are expected at the end of the year.
- WTSC – Staff submitted a grant application for \$9,900 to cover the costs of a new traffic collision database in early May. There was no local match required.
- SeaTac and Des Moines have submitted a \$5 million joint project grant request to cover 24<sup>th</sup> Avenue South corridor improvements from S. 200<sup>th</sup> to 208th (SeaTac) and from S.208<sup>th</sup> to 216<sup>th</sup> (Des Moines).

### **Surface Water Management:**

Lower Des Moines Creek Channel Modifications: Project complete. Final payment to contractor is being processed.

South 223<sup>rd</sup> Street Culvert Replacement: A pre-construction meeting was held on May 25<sup>th</sup> with franchise utility reps, the contractor, and other interested parties. Actual construction is scheduled to begin on Monday, June 18<sup>th</sup>.

Redondo Heights Pipe Project: Because 25% of the upstream pipe is privately owned by the Redondo Heights Condominium Association, the Association was asked to fund their portion of the project. The project is scheduled to bid this spring with construction during the summer. The preliminary engineer's cost estimate for the project is approximately \$370,000, which is much higher than the budget estimate of \$210,000. The higher cost is due to the 10-foot depth of the pipe, with one section nearly 14 feet as well as most of the manhole structures being 84-inch and 96-inches in diameter rather than a standard 60-inch diameter. Staff is looking at ways to reduce the cost of the project. A construction agreement with Redondo Heights Condominium Association for their share of the design and construction expense, and a proposed budget amendment were approved at the May 17th Council meeting.

### **Municipal Capital Improvements:**

SR 509 Right-of-Way (ROW)/Barnes Creek Trail: This work is being done in two stages. WSDOT has transferred portions of the SR509 ROW needed for the 16<sup>th</sup> Avenue extension between S. 216<sup>th</sup> Street and S. 220<sup>th</sup> Street, for storm water facilities needed for the S. 216<sup>th</sup> Street Improvements, and for other roadway purposes. The second stage involves developing a trail on the remaining SR509 ROW south of S. 220<sup>th</sup> Street to Kent-Des Moines Road. WSDOT has asked the City to identify properties not required to support the trail system and conservation areas. Staff hired a consultant to provide basic survey information for a description of the trail and conservation areas, inventory easements owned by the City underlying the existing SR509 ROW, develop a conceptual design and identify land requirements. This information may also be used to prepare a fair market value appraisal of the property.

#### **Des Moines Beach Park Auditorium Rehabilitation Project**

Nordic Construction was given notice that the project was substantially complete on Tuesday, April 17, 2012 when the building locks were changed and the City took possession of the site. Stevenson Roofing completed the tear-off, build-up, and reroof in late May. The completed project utilized less than 1% of the Council-approved 15% contingency.

Staff ordered building equipment such as tables and chairs in May to be delivered within six weeks. 4Culture provided a \$5,000 grant that funded the building's sound system and a/v equipment. The sound equipment was delivered in May.

The first building rental took place on June 9, 2012. The Auditorium Opening Ceremony will take place on July 11, from 5:00 p.m. to 7:00 p.m. with the Ribbon Cutting at 6:30 p.m.

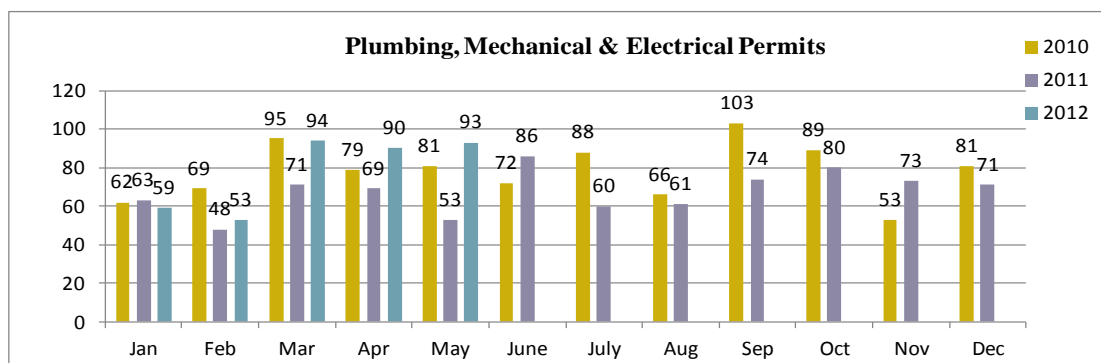
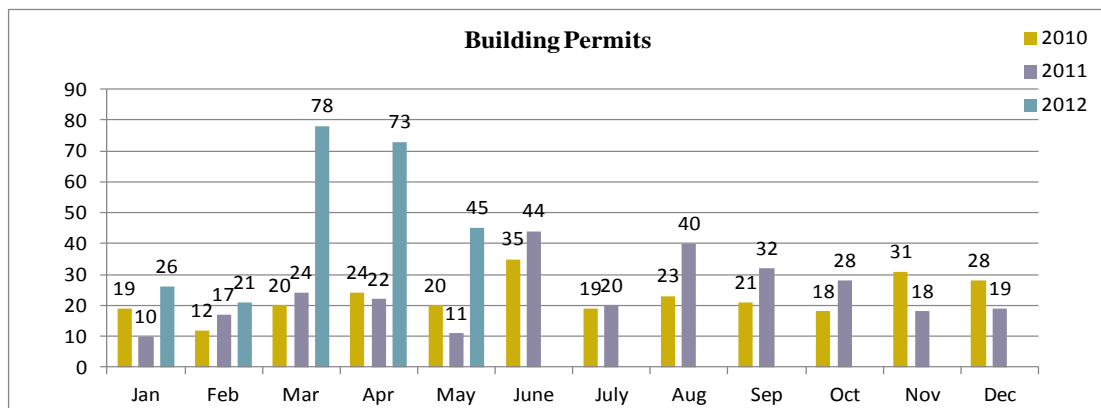
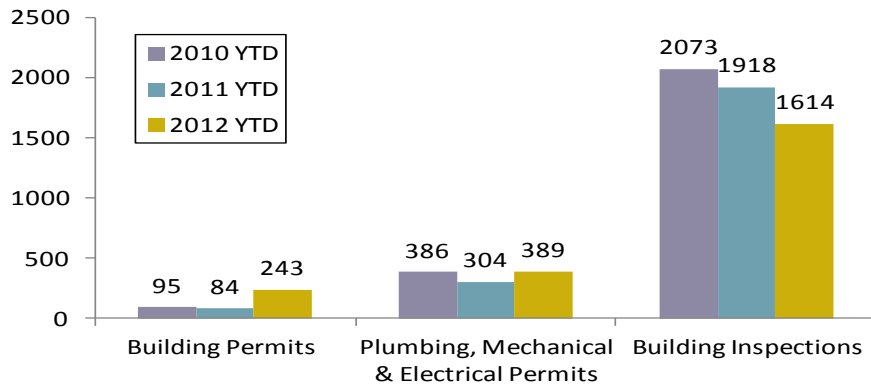
## Marina Capital Improvement Program

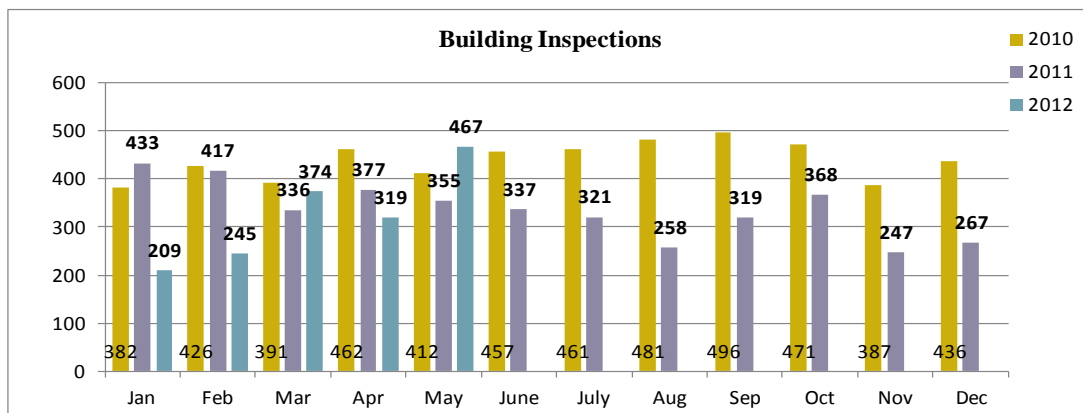
The staff continued working on the permitting for the projects in the Marina's Capital Improvement Program. The SEPA effort has been expanded to include several smaller projects like the restroom improvements, security cameras and covered moorage for L, M and N Docks.

### **BUILDING DIVISION**

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**Building Activity Year to Date thru May 2012**



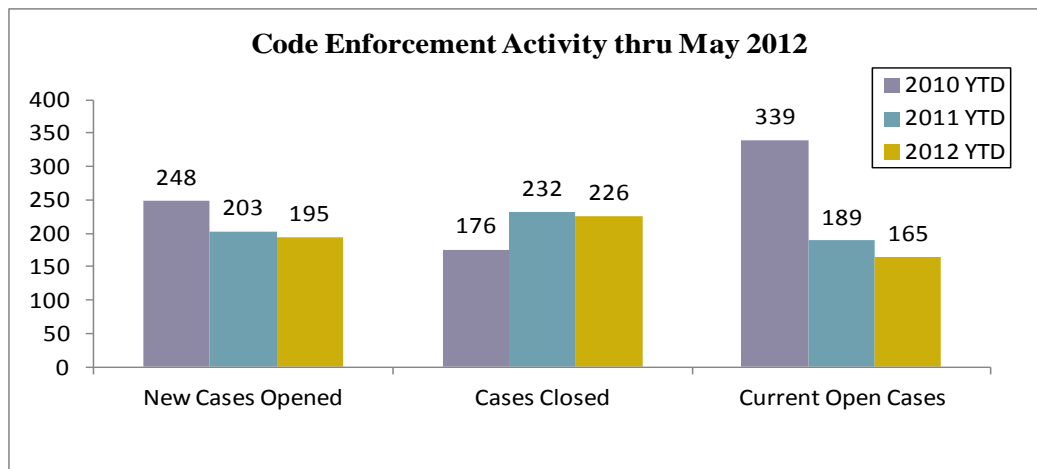


- Artemis Hotel. The Building staff has received no new information during the month of May regarding this project.
- Highline College, Building 25. This building is being renovated. The “training center” portion of the building will be upgraded along with ADA upgrades to the entrance and bathrooms. Construction has begun in earnest.
- Hudson Ridge Homes. This large complex of homes, located just east of the Landmark on the Sound on 12<sup>th</sup> Place South, has just applied for 25 building permits to repair general damage to the 25 buildings located at this site. This \$1.4 million project has begun and includes roofing, siding, windows, doors, and miscellaneous exterior repairs.
- Whalers Village. This multi-building, multi-unit condominium complex, located at 22989 Marine View Drive, is undergoing a substantial deck and soffit repair project. This project is to address ventilation and moisture and water intrusion issues at the decks and buildings.
- Adult Airport Video. This commercial business, located at 21635 Pacific Highway, is undergoing an interior tenant improvement in order to add a new arcade and preview areas.
- Permit Expiration Warning Notices. With help from PermitTrax software for tracking building permits of all kinds, the Building Division continues to provide notices to permittees that are approaching expiry within four to six weeks. As of the mid-April mailing, there have been letters sent regarding 135 permits. For those, 46 inspection requests resulted in successful completion or extension of 53 permits. Seventeen permits have been extended by approved requests from the permit holders and 57 of these permits have been allowed to expire.
- Processes and Procedures. The Development Services, Building and Public Works divisions have been trying to work diligently on improving our processes and procedures. The goal is to improve the customer service experience for all persons who use City services and to provide the most cost effective and efficient customer services possible. As of December 1, 2011, customers can set up an inspection on-line, check the results of an inspection on-line, and check the status on a given permit. It is currently our plan to begin testing on-line “over-the-counter” permits in late June, as progress continues on the implementation and utilization of the new PermitTrax system. An “I-Pad” based inspection program continues to be “beta tested” and utilized by the field inspection team.
- Fire Alarm Upgrade for Multi-Unit Residential Buildings (R-2’s). We have had great success working with owners and condominium associations in an effort to avoid issuing citations. Current status of the 22 occupancies:
  - 7 complexes have completed installation
  - 3 complexes have submitted for a fire protection permit with the City

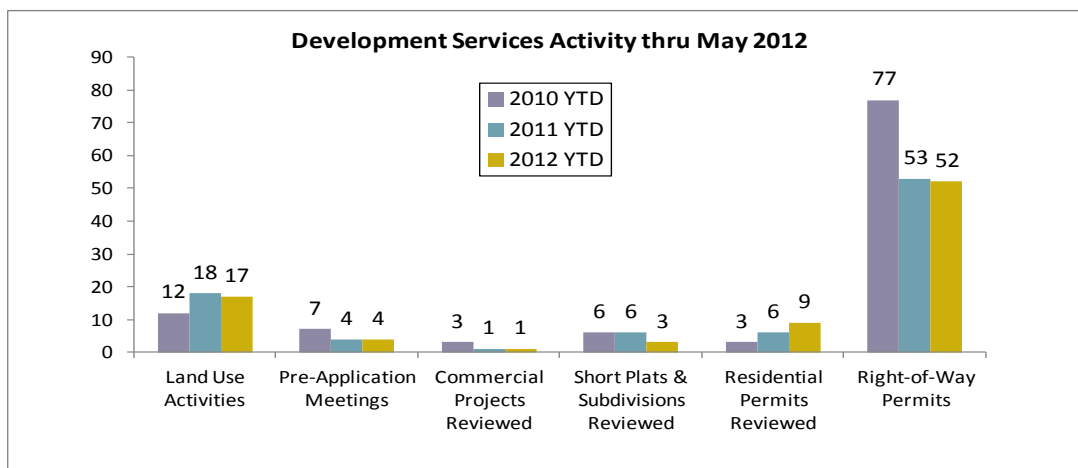
- 11 complexes have submitted a completed plan
  - 7 complexes have submitted completion plans with work to be completed in 2012
  - 4 complexes have submitted completion plans with work to be completed in 2013
- 1 citation issued (SeaTac Valu Inn) on March 23, 2012
  - Property remains out of compliance
  - Another citation may be necessary

## **CODE ENFORCEMENT**

There were 52 new cases opened and 24 cases closed during May. In 2012, 195 cases have been opened, 226 closed, and 165 are currently open. There was 0.5 volunteer administrative hour for Code Enforcement.



## **DEVELOPMENT SERVICES**



### **Short Subdivisions Pending Review/Approval**

- Atkinson 2 Lot Short Plat, 8XX South 280<sup>th</sup> Street, 1/17/06. Preliminary approval with conditions was granted 10/4/10. Applicant submitted for civil plan review on 7/20/11.

Review comments sent to applicant 8/9/11. Applicant completed recording of quit claim deeds related to associated lot line adjustment on 4/24/12. Letter sent to applicant on 5/7/12 granting final extension of project through 8/9/12.

- Axcent Servicing 9 Lot Short Plat, 1615 South 260<sup>th</sup> Street, 11/20/07. Preliminary plat approval was issued 4/21/10. Civil review revisions submitted 7/29/10. Applicant to submit grading permit and right-of-way permit applications to begin construction of civil improvements. A 2<sup>nd</sup> request for extension was received on 8/22/11 and was approved until 6/7/12. Applicant is preparing resubmittal materials.
- Wagner 2 Lot Short Plat, 25639 Marine View Drive South, 10/24/07. Previously Jensen Short Plat. Property under new ownership. Revised preliminary submittal received 4/5/12. Comments sent to applicant 5/1/12.
- Shoopman 9 Lot Short Plat 222<sup>nd</sup> Street Town homes, 2414 South 222<sup>nd</sup> Street, 10/12/07. Final extension letter sent to applicant on 5/7/12. Applicant to resubmit by 8/5/12.
- Stegin 2 Lot Short Plat, 23246 Marine View Drive South, 3/3/10. Notice of expiration sent to applicant on 3/7/12. No response received within the designated 14 days. Application deemed expired on 5/9/12. Reporting on this project will cease.

#### **Land Division Requests with Approvals, Pending Construction**

- Landmarque 67 Lot Plat, 262xx Pacific Highway South, 4/03/06. Staff is continuing to work with the applicant to finalize paving, construct the public park, and a few minor items which were bonded for and deferred until after recording of the final plat documents. Staff has submitted the Quit Claim deeds for park/detention tract and the critical area tract to the County for recording and is waiting on confirmation that the documents have been recorded by the Assessor's Office.
- Pacific Heights PUD, 77 lot PUD, 15xx South 279<sup>th</sup> Place, 6/1/11. This project (also known as Granville Southern) involves the subdivision of a 12.72 acre property into 77 lots under the provision of a settlement agreement signed in 2000. Staff has completed its review of the civil plans and provided comments to the applicant's engineer on 2/29/12. The applicant hopes to begin the site work this spring.
- Dovey Short Plat 1655 S. 225<sup>th</sup> Street, 4/1/05. The City has not received confirmation that the applicant has secured the construction easements from the adjacent property owners to reconstruct their driveways as part of the roadway improvements. However, the City has received applications for the new right-of-way and grading permits which are currently under review by staff.

#### **Commercial Scale Projects Pending Review/Approval**

- PSE/Benaroya, 47 Acre Master Plan, S. 208<sup>th</sup> St and 24<sup>th</sup> Ave S. On 5/4/12, the City received the master plan and grading permit applications from PSE/Benaroya for the first phase of the development of the northern half of the Des Moines Creek Business Park with approximately 375,000 square of building area. This new facility will act as a central operations center replacing the functions currently housed in Renton, Kent, and SeaTac. Staff reviewed the materials and issued comments on 5/11/12. The applicant submitted revised materials to staff on 5/21/12. The public comment period commenced on 5/24/12 and concluded on 6/8/12. On 6/4/12, the Planning Agency held a public meeting to review the master plan and provide recommendations to the City Council. The master plan along with the 2<sup>nd</sup> Development Agreement was approved by the City Council on 6/14/12.
- Healthpoint, 36,000 SF Medical Arts Building, 26401 Pacific Highway South. On 3/12/12, the City received the Design Review and SEPA applications for the proposed Healthpoint project. The City issued a response to the one comment regarding traffic impacts related to the project received during the public comment period on 5/3/12. Staff also issued the DNS

on 5/2/12. The appeal period ended on 5/12/12 and no appeals were filed with the City. On 5/1/12, the applicant submitted the revised design review materials, along with grading permit application. On 6/1/12, the applicant submitted the building permit application. These materials are currently under review by staff.

- Des Moines Veterinary Hospital, Remodel and Expansion, 21935 Pacific Highway South. On 3/15/12, the City received the Design Review application for proposed expansion of the Des Moines Veterinary Hospital. The project will add approximately 1,000 square feet to the existing 3,600 square foot building in order to upgrade the facility and achieve certification from the American Animal Hospital Association. On 3/29/12, staff issued a Notice of Complete Application to the applicant. Staff's initial review is complete and comments were provided to the applicant on 4/19/12. On 5/17/12, the applicant submitted the building permit application which also addressed the design review comments provided to the applicant. These materials are currently under review by staff.
- Barton Rezone, 19659 Des Moines Memorial Drive. On 3/30/12, the City received a request from the property owner to change the zoning classification from RS-7200 to Business Park. The property previously received a Comprehensive Plan land use re-designation from Single Family to Business Park as part of the 2011 Comprehensive Plan amendments. The current request is to bring the zoning into compliance with the preferred land use designation. The application was deemed complete effective 04/27/12. Staff's review of the application materials commenced during May and the request will be presented to the Planning Agency in June.
- Artemis Hotel, 234 Room Hotel, S. 224th St. and Pacific Highway. The City issued a decision on the Design Review application on 9/22/11. The project architect had initially indicated that the building permit would be submitted in early January; however, when staff met with the applicant to discuss the project on 3/29/12, the owner's representative indicated that the earliest the building permit would be submitted would be July 2012. The purpose of the March meeting was to discuss issues associated with an existing sewer. Based on the owner's survey that was completed in February 2012, it was discovered that the proposed building design is encroaching up to 5.5 feet into Midway Sewer District's easement. The City, the applicant and representatives from Midway Sewer District have met to discuss options other than a building redesign. The Sewer District indicated that there is a willingness to work with the applicant and possibly allow the building to remain in the easement since the building is not located directly on top of the sewer line. In order to allow the encroachment into the easement, the applicant will need to receive a "Consent to Construct" which must be approved by the Sewer District Commissioners. Staff is currently working on a letter that will be provided to the applicant identifying outstanding critical issues (i.e. parking, traffic impact fees, sewer district consent to construct, etc.) in order to help facilitate the completion of the project.
- First Ukrainian Church, South 274<sup>th</sup> Street. Council has approved a street vacation ordinance subject to specific conditions. The Church is seeking to comply with requirements to secure deeds for the detention tract and effectuate the transfer of the panhandle property from Lakehaven. Representatives from the Church have re-contacted City staff recently to try and complete this process. The Church must also obtain approvals from the Army Corps of Engineers to fill the smaller wetlands located on the property which is located where the proposed new road alignment is proposed.

#### **Shoreline and Critical Area Projects Pending Review/Approval**

- Midway Sewer, 223<sup>rd</sup> Street Force Main Repair, 5/21/12. On 5/21/12, the City received the critical areas and grading permit applications for the replacement on Midway Sewer's force main from Kent-Des Moines Rd. to S. 223<sup>rd</sup> Street primarily within the historic SR509

corridor. The pipe has failed and must be replaced this summer. Midway Sewer District assumed SEPA lead agency status and issued a DNS. Staff is current working to review the critical area and grading permits.

- Redondo Culvert Repair, 5/3/12. On 5/3/12, the City received the SEPA, critical areas and grading permit applications for the replacement of the Redondo Culvert. Staff expects to issue the DNS the first week of June in order to commence the 15-day comment period.
- McLean, 4/24/12. Shoreline exemption request for bulkhead repair. Shoreline and SEPA Exemption Determination issued 5/4/12. Building Permit application received on 5/8/12, issued on 5/9/12. Future reporting on this item will cease.
- Im, 6/25/10. Shoreline exemption request for residential addition. Notice of Land Use Application and SEPA Determination of Non-Significance posted 7/27/11. Comment and appeal period ended 8/22/11. An appeal was received on 8/22/11. The City withdrew the SEPA threshold determination on 9/6/11 in order to consider additional information. Letter sent to applicant on 4/19/12, applications deemed withdrawn pursuant to DMMC 18.56.120(2). On 4/20/12, a notice of violation for unpermitted work sent to property owner. Property owner filed an appeal on 4/26/12 of the 4/19/12 City determination to withdraw applications. An appeal hearing was scheduled with the Hearing Examiner for 6/21/12. Staff met with counsel representing the appellants to discuss the process and reasoning for the City withdrawal. Subsequently, the Im's counsel withdrew their appeal. Staff is waiting for applications to be filed under current codes for both the addition request and the past grading and patio improvements that were done without benefit of a permit.

### **City Services, Management and Coordination**

- Solid Waste. A ribbon cutting event was held at City Hall on 4/24/12 to celebrate delivery of two new residential collection trucks. The trucks are compressed natural gas (CNG)/hydraulic launch assist (HLA) hybrids and are the first of their kind to be put into use in the Pacific Northwest. HLA vehicles store energy captured when braking and use it for future acceleration. CleanScapes received a grant to assist in the purchase of the vehicles from the Puget Sound Clean Air Agency's Clean Cities Program.
- Recycling. The City of Des Moines has partnered with King County Solid Waste and CleanScapes to increase single family residential recycling participation in the City. The 'Recycle More' campaign will include outreach and education efforts such as public TV and website announcements, community event outreach booths, and articles in the City newsletter, Highline Times, and the Waterland Blog. These efforts will be aimed at increasing public awareness and knowledge of how to divert more recyclable materials from their garbage cans.
- Public Records Inventory. Staff is currently working with a volunteer to inventory all historic land use records. Under the Washington State retention schedule for public records, almost all of the land use records are permanent records which must be maintained in perpetuity. At this time, all the records from 1987 – 1996 have been inventoried and re-filed into archives. In addition to the inventory, an interactive map will be created which will allow staff to see all of the land use decision associated with a specific geographical location.
- Zoning Code Maintenance and Support
  - Business Park Zone Amendments. Staff is working on a Draft Ordinance to amend the City's Business Park zone in anticipation of a request to rezone the portion of North Hill which was re-designated from Single Family to Business Park as part of the 2011 Comprehensive Plan amendments. The amendments were presented to the Planning Agency on 2/6/12 and received a recommendation to pass the Draft Ordinance at a follow-up meeting on 3/5/12.



- Institutional – Campus Zoning. Staff is working on a Draft Ordinance which would establish a new zoning classification in order to provide consistent development regulation of large regional institutional uses like Highline Community College, Wesley Homes, Judson Park and Landmark on the Sound. These types of uses are unique and do not easily fit within City's existing zoning classification. Staff has completed the environmental review under the State Environmental Policy Act (SEPA) and issued a DNS on 5/8/12. The comment period concluded on 5/23/12 and the appeal period will conclude on 6/4/12. The 60-Day Department of Commerce review concluded on 6/12/12. The public hearing on the Draft Ordinance was conducted on 5/24/12 during which the City Council directed staff to raise the building heights on larger campuses in order to respond to comments received from Highline Community College. Following the hearing, the City Council moved the Draft Ordinance to a second reading on 6/28/12.
- Modification of Fencing Regulations. Property owners have requested that the City's fencing requirements be examined and changed to be less restrictive. The subjects of fence height, location, and type of materials used for fencing were discussed with the Finance and Economic Development Committee on 02/15/12 and direction was provided to staff. Staff completed a Draft Ordinance which will propose modifications to current fence regulations. Staff applied for expedited commenting review from the State Department of Commerce and it was granted. The item has now been scheduled for review before the City Council on 6/28/12 at a public hearing.

### **Critical Area Monitoring**

- Kingdom Hall, new 8,750 sq. ft. church, 21645 24<sup>th</sup> Ave South. While construction of the building is complete, work on the wetland mitigation is still underway under the guidance of a wetland biologist. The work was delayed so that it could be completed during the "planting season" which is typically from fall to early spring. The planting of the outstanding wetland plants is currently underway. Once the planting is complete, the City will receive an as-built report verifying that the mitigation plan was installed per the approved plans, which will be verified by Development Services. If the mitigation is acceptable, the City will issue a letter indicating the start up of the five-year monitoring period.
- Auditorium Rehabilitation (Beach Park). The Auditorium project is complete. As part of the final stage of the project, the Wetland Biologist has inspected the mitigation planting installed adjacent to the stream as mitigation for impacts to the stream buffer and issued the final as-built report verifying that the mitigation plan was installed per the approved plans. Development Services issued a letter on 5/4/12 starting the five-year monitoring period.
- Des Moines Creek Flood Prevention. While construction of the flood walls and berms were completed last fall, work on the stream mitigation was delayed so that it could be completed during the "planting season" which is typically from fall to early spring. The planting of the buffer is now complete and the Development Services issued a letter accepting the installation of the mitigation on 5/4/12 which started the five-year monitoring period.
- Landmarque 67 Lot Plat, 262xx Pacific Highway South. The City received the as-built report verifying that the wetland mitigation required as compensation for the filling of wetlands associated with the development of the property was installed per the approved plans, which has been verified by Development Services. Monitoring of the wetland is scheduled to conclude in 2016. The first monitoring report is required to be submitted in September 2012.
- North Twin Bridge. The City received the as-built report verifying that the stream buffer mitigation required as compensation for temporary and permanent impacts associated with the construction of the access roadway to reach the footings, which has been verified by

Development Services. Monitoring of the wetland is scheduled to conclude in 2016. The first monitoring report is required to be submitted in September of 2012.

## **SURFACE WATER MANAGEMENT (SWM)**

### **Illicit Discharge Detection and Elimination (IDDE)**

A report pertaining to dumping of yard waste from multiple dwellings onto the Puget Sound beach in the Woodmont area was received in April. Given the wide range of the reporting area and timeline of dumping, on May 14, 2012 a letter was sent to all property owners adjacent to Puget Sound in this area educating them on the City's illicit discharge codes and providing information on the cumulative effects of dumping of organics into surface waters.

### **NPDES Permit Activity**

In May 2012, SWM staff began inspection of drainage control structures/facilities associated with or located on private property. Letters will be sent to those property owners with facilities needing maintenance based upon these inspections.

The SWM Division furnishes Car Wash Kits to the public which meet NPDES standards for use. The kits enable the public to control runoff of soaps and automotive fluids, which are harmful to plant life, fish, and water quality. Organizations wishing to conduct car washing activities must use a car wash kit where the danger of discharge to the drainage system exists. Car Wash Kits are available on a first-come first-serve basis from SWM at no cost. Staff has inventoried the kits in stock and is in the process of cleaning and repairing the kits in advance of the busiest usage times. Materials for two additional kits were purchased in April and will be added to the check-out inventory.

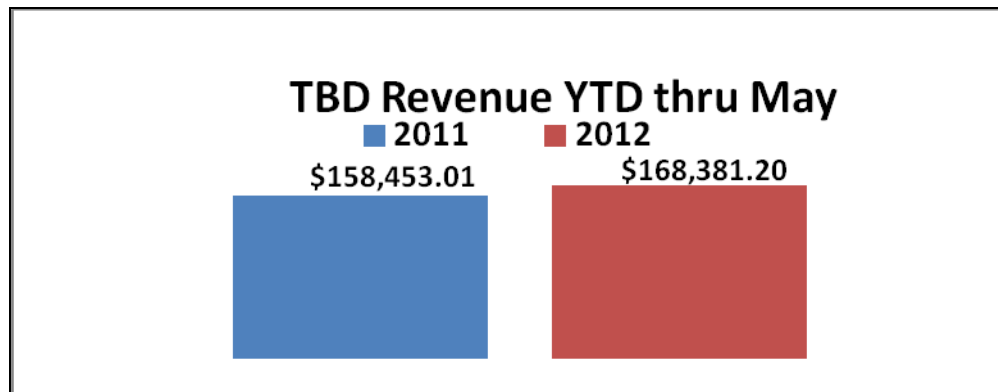
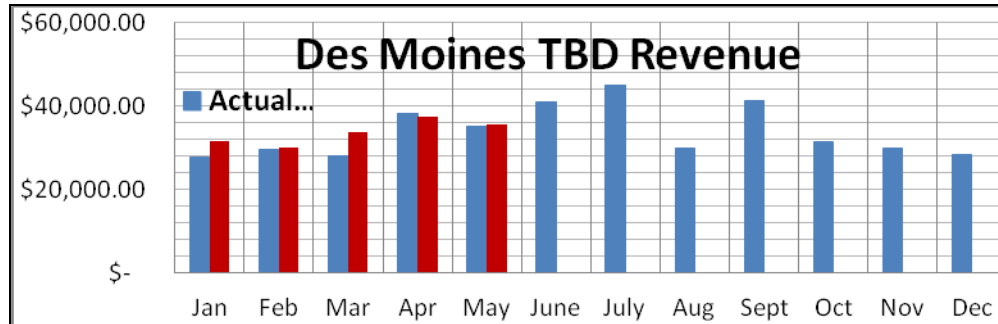
May was "Puget Sound Starts Here" month. Puget Sound Starts Here is a partnership of regional governments dedicated to improving water quality in Puget Sound and our local lakes, rivers and streams. A variety of educational outreach programs and activities were conducted throughout the region. A link to these activities was provided on the City's website and displays were posted in the Building and Engineering offices providing information about the City's storm drain labeling program.

## **ENGINEERING DIVISION**

### **Division Administration and Management**

#### **Budget:**

- Transportation Benefit District Collections were \$35,719.20, YTD the 2012 collections are \$168,381.60 which is 6% higher than May YTD 2011 of \$158,453.01.



### **Traffic Engineering and Operations**

- **Intelligent Transportation System (ITS):** Staff is working with IT/GIS to create a Traffic Cams page on the City's website in order to display real-time traffic conditions for the 2 City cameras as well as nearby WSDOT and Kent cameras. These cameras will also be linked to the Storm Tracker page recently developed by City IT/GIS staff. In late April the 2 cameras were added to the WSDOT Traffic Busters video network. Staff now has the ability to pan, tilt, and zoom the two City cameras.
- **Street Lighting:** The Street Lighting Consortium published a guideline for specifying LED streetlights. This guide will help staff select appropriate LED streetlight fixtures when considering replacing traditional HPS streetlights - ongoing or installing new streetlights on projects such as the Gateway project.  
Recently a volunteer has been working on a streetlight audit. He is spending about 20-30 hours per week verifying the existing streetlight data received from PSE. He is currently working in the North Hill area.
- **Traffic Engineering and Safety Studies:** Staff developed a short list of four potential school area sidewalk improvement projects for review by the PS&T Committee. The Committee selected North Hill and Midway Elementary schools to advance forward and apply for the current Safe Routes to School grant call. Staff completed a memo regarding a pedestrian

fatality that occurred on S. 216<sup>th</sup> St. in March.

- School Zone Safety: December marked the first month of tickets being sent out to vehicles exceeding the school zone speed. To date:

Month	No. of School Days	Citations Issued
December	12	202
January	16	163
February	18	337
March	19	246
April	16	239
May	21	326

#### **Utility Coordination:**

- PSE - The PSE Underground Contractor (Kent-Des Moines Road) has finished the installation of the conduit runs and vault installations. The trenches have been patched and the final road restoration is expected to be completed sometime this spring or summer. PSE has completed pulling and connecting wire, their existing aerial facilities have been removed. PSE is waiting for Comcast to remove their facilities, before the poles can be removed.
- KCWD #54 - The Contractor (Laser Underground) has continued work on punch list items and cleaning the property used for staging. The final pavement, channelization and signal detection restoration has been completed.

#### **Multi-Year On-Call Consultant – Task Order Tracking:**

On-Call Engineering Services contracts for **2010 and 2011**. Council awarded ten contracts on June 10, 2010. Following indicates expenditures authorized by approved Task Orders:

Consultant	City Mgr	Council	Authorized	Spent
INCA (Tetra Tech)		1	\$151,277	\$136,087
KPFF	1	1	\$143,720	\$64,395
KPG	1	1	\$35,858	\$32,762
Parametrix	1	2	\$80,451	\$38,167

A new On-Call Engineering Services for **2012 through 2013** - Request for Qualifications was advertised in the Daily Journal of Commerce. Twenty-five Statements of Qualification (SOQ) were received. A selection committee reviewed the submissions, and made selection in November. Council approved 10 chosen contracts in January.

Consultant	City Mgr	Council	Authorized	Spent
KPG	2	1	\$110,535	\$21,474
Parametrix	1		\$800	\$795

## **MARINA**

### **Marina Administration**

#### **Marina and Beach Park Business & Development Plan**

City staff, consultants and the Citizens Advisory Committee hosted a public open house in May to show the general public the work done to date by the Committee. Over 50 people attended the open house and many comments were received about the work done to-date and the process. All the materials presented at the open house plus the comments from the public are posted on the project web page that can be accessed by using the following link:

<http://www.desmoinesmarina.com/local-info/marina-and-beach-park-advisory-committee>.

The materials are listed under the heading “Open house – May 23, 2012”.

### **Marina Service**

Diesel prices started falling off in May but gasoline remained at the highs reached in April. There was some good boating weather last month and gas sales totaled 10,752 gallons, about the same as last year at this time. Diesel sales responded to the drop in prices and volume was up over 50% totaling 17,484 gallons. The Marina hosted the Brownsville Yacht Club with 10 boats the weekend of May 12-13.

### **Marina Maintenance**

In May, the maintenance crew concentrated on getting the Redondo Facility and the Marina ready for the boating season. A contractor was brought in to repair the hinges on Redondo's south float string and the crew made some repairs to the north float string before installing it in May. The crew also prepared the north lot for the Farmer's Market. They trenched and installed conduit for two additional power pedestals and poured concrete curb for a new landscaping-traffic control island. The new power pedestals will allow all of the food vendors, which are the main users of electricity, to be in one location near the Marina office. The Marina also purchased some picnic tables and umbrellas to put in that area.

At least one food vendor will operate in the “food court” all week long during the summer. The Fish Basket's schedule will be Wednesday thru Sunday 11:00 am – 7:00 pm.

## **PARKS AND RECREATION**

### **Recreation Update**

<u>May Revenue</u>	<u>Year-to-Date</u>	<u>2011 YTD</u>
\$120,331.54	\$322,656.31	\$256,403.24

### **Before and After School Program**

The Before and After School program served 175 children at five school locations in May. Of the 175 school-age children, 152 participated in our program on a daily basis and 23 children used the program on a drop in basis. The participants enjoyed healthy snacks such as apples, carrots and yogurt each morning and afternoon and were kept busy each day with arts and crafts, homework, and free play. In addition there were 14 children who came to the May 18<sup>th</sup>, “No School” break camp.

## **Facility Rentals**

Rental Facility	No. Rentals	No. Participants	Revenue
Activity Center	2	250	\$ 460
Founder's Lodge	8	480	1,894
Field House	1	200	644
Total	11	930	\$2,998

Compared to 2011, to-date rental revenue is down by \$2,556

## **Arts Commission**

The Arts Commission met several times in May. The Commission took on a project to showcase visual art displays at the Des Moines Theater to promote local artists as well as improve the Marina District aesthetic.

The Arts Commission is gearing up for a very busy summer. They are working with local artists to display art at the Farmer's Market the first Saturday of the month and held the Rededication of the Beyer's Panels and Patha Tour in City Hall on June 2.

The Arts Commission is now preparing for a full summer of Concerts in the Park, as well as Des Moines Got Talent and the Poverty Bay Poetry Slam.

The Commission will finish the summer with the Poverty Bay Arts Celebration at the Beach Park Auditorium, partnering with Freshest Roots, a group of young talented performers and artists.

## **Youth Soccer Program**

Games for the Youth Soccer program concluded on May 24 with a total of 34 teams (323 children) participating in Spring Soccer. Seventy-two games were played in the month of May for a total of 436 volunteer hours.

## **Senior Center Update**

### **Senior Center Division Statistics – May 2012**

	2011	2012
Meals Served	898	862
Fee Program	931	1,155
Drop In	1,062	1,513
Civic Engagement (Volunteer Hours)	1,016.5	776
Consultations (legal, footcare, fitness, shuttle, blood pressure, counseling, senior rights, etc.)	N/A	332
Activities & Services	1,062	1,969
Revenue for May	\$6,908	\$4,569
Expenses for May	\$4,760	N/A

### **Activity Center Survey Results**

To collect feedback on current programs and services, gather suggestions for future programs, and get feedback on benefits of participant involvement in the center programs, staff distributed a survey during the month of April. The highest percentage for the question “*I go to Des Moines Activity Center because...*” was “I feel that the Activity Center has had a positive effect on my life”. Second highest answer was “I see friends I met at the Center more often” and third, “I feel happier and more satisfied with my life”. Regarding the addition of evening programs, it was a 50/50 split yes and no. Suggestions for new activities included a monthly book group, an out to dinner program and Scrabble. The top three items that participants look for in our newsletter every quarter are trips, fitness and out to lunch.

### **Blueprint for Living Workshops**

There were two important workshops presented by Valley Cities Counseling and Consultations during the month of May. “I Can’t Remember, Am I Losing My Mind?” was well received along with “Dealing with Friends or Family with Dementia.” Creating an Effective Care Plan was presented by Comfort Keepers. VCCC counselors are on site the first and third Thursday of each month for one on one counseling support. Counselors have been visiting table to table during the lunch hour with success in bringing participants to the counseling opportunities. The VCCC program is provided with funding from the Des Moines Legacy Foundation.

### **Senior Center Dances**

The dance committee hosted Sunday dances in April and May. The April dance was in honor and memory of long time dancer, Ted Verver. Ted’s family donated \$1,000 to the Des Moines Legacy Foundation in Ted’s honor to help support the program. The April dance was free of charge, thanks to the Verver family. Attendance was 58 dancers. The May dance was attended by 51 dancers. The committee is struggling to get those in attendance to fill out participation information forms. Staff continues to work with the volunteer dance committee to promote the dances, and collect participation data for potential sponsorship opportunities.

### **Human Services Advisory Committee**

The committee met Thursday, May 31st, 4:30pm at the activity center. Committee members present were Nadine Byers, John Carroll, Eileen Severns, Susan Corey and Deana Rider. Agenda items were the approval of the April 26<sup>th</sup> meeting minutes and the beginning review of the 2013/14 human services applications. Thirty eight applications were received with grant requests totaling over \$138,000. The committee began culling the grants by first deciding on the “do not fund” applications. By 6pm the committee had selected 15 agency applications that did not meet the city’s human services three priorities for funding.

### **Department Buses**

Activity Center staff is pleased to announce that local collision center, Murray’s, will wash our two fourteen passenger buses once a month, inside and out. In exchange, staff is providing Murray’s Collision Center with a free ad in our quarterly bulletin.

After having several problems with the manual door on one of the department buses, the Des Moines Legacy Foundation approved funds for the installation of an electric door to provide a more secure door for the bus. The Foundation is also providing funds for a back up camera to help the drivers with rear vision for backing up. If the drivers find the backup camera helpful, the Foundation has approved funds to install a back up camera in the other department bus.

## **ECONOMIC DEVELOPMENT ACTIVITIES**

On May 17<sup>th</sup> the City Council approved an agenda item supporting Seattle Southside Visitor Service's (SSVS) formation of the Seattle Southside Tourism Promotion Area (SSTPA), and the Seattle Southside Tourism Development Authority (SSTDA). SVSS proposes to collect a \$1 to \$2 tax (per room per night) from area hotels to fund these two new promotional entities. However, there are currently no hotels in Des Moines that are large enough to participate in the tax.

In order to move forward with the plan to create the SSTPA, and subsequently SSTDA, SSVS needed two participating cities. SSVS requested that Des Moines be one of these cities, and Council gave direction to staff in support of this request.

On May 24<sup>th</sup> the Council held a public hearing, and approved Draft Ordinance No. 12-058 extending the boundaries of the Residential Target Area of the Multifamily Tax Exemption zone to include all of the Pacific Ridge neighborhood.

The City has entered into a contract to design a new website, which will offer an opportunity to put a promotional emphasis on website content. A work schedule has been laid out for the next six months. It would be ideal timing to complete a branding and identity process during this timeframe, so that the new website could reflect an appealing and visitor-oriented design.

### **Ombudsman**

- New business owner Janae Ballard, Pilates Instructor, was welcomed to the City.
- Robert Hsu, architect for property owner Ed Young, is planning a Wyndham Hotel chain on Pacific Hwy and met with the City to discuss permitting fees. This development group is concerned about the high cost of fees, particularly traffic impact fees that may hinder financing the development. However, the architect commented that he was very pleased with responsive and attentive development staff, and specifically appreciated that there would be a 'project manager' to coordinate between the various departments so that conflicting instructions could be resolved internally, without the burden falling to the applicant to resolve them.
- The Des Moines Theater investors are making progress and have tenants for the front sidewalk shops. However the potential partnership with the Burien Little Theater has been put on hold.

## **FINANCE DEPARTMENT**

### **Business Licenses**

New commercial business licenses issued in May 2012:

NAME	LOCATION	TYPE
Chase Investment Services Corp.	(within JP Morgan Bank) 22240 Marine View Dr. S.	Investment Services

### **BARS Update**



- The State Auditor's Office has been working on updating the BARS (Budgeting, Accounting and Reporting System) manual. BARS is prescribed for all local governments. Staff is now tasked with reviewing the City's account codes to verify compliance with BARS, since the on-line submittal of the City's 2011 financial statements and supplemental schedules to the State Auditor's office was rejected due to inaccurate account codes.

### **Revenue Trends**

- March 2012 sales taxes received in May 2012 compared with May 2011:

<b>Year</b>	<b>Base</b>	<b>One-Time</b>	<b>Total</b>
March 2012	\$130,724	\$0	\$130,724
March 2011	\$137,744	\$17,906	\$155,650
% Chg	(5.1%)	(100.0%)	(16.0%)

- Property taxes received to-date as of May 2012 compared with May 2011:

<b>Month</b>	<b>2012</b>	<b>2011</b>	<b>% Chg</b>
May	\$605,872*	\$1,007,034	(39.8%)
Total YTD	\$2,051,228*	\$2,225,220	(7.8%)

\*Estimated

- B&O taxes received to-date as of May 2012 compared with May 2011 net of refunds:

<b>Month</b>	<b>2012</b>	<b>2011</b>	<b>% Chg</b>
May	\$59,438*	\$43,493	36.7%
Total YTD	\$265,458*	\$348,344	(23.8%)

\*Estimated

- Franchise fees received to-date as of May 2012 compared with May 2011:

<b>Month</b>	<b>2012</b>	<b>2011</b>	<b>% Chg</b>
May	\$65,219	\$90,940	(28.3%)
Total YTD	\$364,730	\$305,743	19.3%

- Utility taxes received to-date as of May 2012 compared with May 2011:

<b>Month</b>	<b>2012</b>	<b>2011</b>	<b>% Chg</b>
May	\$306,663	\$292,438	4.9%
Total YTD	\$1,555,350	\$1,528,633	1.7%

- Real estate excise taxes received to-date as of May 2012 compared with May 2011 (one-month lag in distribution, April REET Rec'd in May):

<b>Year</b>	<b>2012</b>	<b>2011</b>	<b>% Chg</b>
REET Rec'd in May	\$18,572*	\$14,740	26.0%
Total YTD	\$149,330*	\$97,794	52.7%

\*Estimated

## **LEGAL DEPARTMENT**

**Civil Matters:** To-date, the Legal Department has opened 96 files for civil matters, primarily advisory work to assist the City's operating departments.

*Richter v. Des Moines*, U.S. District Court. Plaintiff filed a Notice of Appeal with the United States Court of Appeals from the Judgment entered on April 10, 2012 and the Order on Summary Judgment Motions entered on March 1, 2012 in federal court. Our outside WCIA attorneys will be handling this appeal.

In the Superior Court case of *Pierce v. Des Moines*, Mr. Pierce has filed an appeal with the Court of Appeals. The Assistant City Attorney has, in response to the appeal, prepared and filed a cross-appeal and a Motion to Stay Execution of Judgment, along with a supporting Declaration. Subsequently, Judge Gain granted the City's Stay of Execution of Judgment.

In a new litigation matter involving the Twin Bridge Improvement Project retainage, the Board of Trustees of the Northwest Ironworkers Health and Security Fund, et al, have filed a Complaint for Breach of Collective Bargaining Agreement and for Foreclosure of Labor Lien Against Public Works Contract and Retained Percentages in United States District Court. A Notice of Appearance was prepared and filed by the City, along with the City's Statutory Answer. The City is one of four Defendants.

*Elleby v. Des Moines*, litigation filed against the City and named Police Officers claiming purported violations of state and federal rights, has been dismissed with prejudice in King County Superior Court.

In *C.A. Carey v. Des Moines*, the City has prepared Responses to Plaintiff's First Requests for Admission, C.A. Carey's First Request for Production of Documents, and Plaintiff's First Interrogatories to the City of Des Moines. Legal staff has also prepared First Requests for Admission, Production of Documents, and Interrogatories to C.A. Carey.

In the New Cingular Wireless (AT&T) litigation filed against numerous cities in Washington State, the City prepared for filing a Notice of Appearance and an Answer to Plaintiff's Complaint.

**Prosecuting Attorney:** The Prosecuting Attorney filed 769 infractions and citations and 294 photo-enforcement infractions in May, 2012, and appeared at 422 criminal hearings. He represented the City at 28 hearings involving infractions that were being opposed by private counsel, 2 animal control hearings, and 4 code enforcement hearings. Staff also responded to 18 infraction discovery requests.

## **POLICE DEPARTMENT**

Des Moines Police Department Ranked 11<sup>th</sup> in the State for "Drug Take Back" Day  
The efforts of the Des Moines Police Department staff ranked 11th in the State out of 75 locations for the most prescription drugs collected during The Drug Enforcement (DEA) "National Prescription Drug Take-Back Day" on April 28<sup>th</sup>. Citizens turned in a record-breaking 552,161 pounds (276 tons) of unwanted or expired medications for safe and proper disposal. When the results were combined, the DEA and its state, local law-enforcement and community partners removed over 1.5 million pounds (774 tons) of medication from circulation. The drug

take-back events highlight the problems related to prescription drug abuse and give our citizens an opportunity to contribute to the solution.

Due to the dedicated work and commitment to this program it was a successful event. Congratulations to PD staff for a job well done.

**May Crime Statistics Comparisons:**

<b>STATISTICAL COMPARISON ON REPORTED CRIMES</b>						
<b>May-12</b>						
	<b>May-11</b>	<b>May-12</b>	<b>Monthly % DIFFERENCE</b>	<b>YTD 2011</b>	<b>YTD 2012</b>	<b>YTD % DIFFERENCE</b>
Homicide	0	0	N/A	0	0	N/A
Rape	2	1	-50%	8	2	-75%
Robbery	2	2	0%	16	15	-6%
Assaults	24	23	-4%	79	80	1%
Burglary	16	27	69%	75	89	19%
Larceny	46	73	59%	259	260	0%
MV Accidents	16	37	131%	84	125	49%
MV Thefts	20	22	10%	69	90	30%
Arson	2	0	-100%	0	1	N/A
*Moving Violations	235	709	202%	1367	3129	129%
*Photo Enforcement Citations	0	223	N/A	0	223	N/A
Officers Assaulted	0	0	N/A	4	1	-75%
Adult Arrest	27	33	22%	124	122	-2%
Juvenile Arrest	2	2	0%	13	17	31%
Calls For Service	1165	2164	86%	5755	7411	29%
<b>N/C = Not Calculable</b>						
<b>Highlight = Increase in %</b>						
*As of May 2012, the increase is due to adding Criminal Moving Violations as well as SECTOR citations.						
* Photo Enforcement category added and May citation totals are through May 23rd.						

/sb

Revised 6/26/12